



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	11/18/2014	Interviewer:	Sue Guenter-Schlesinger	RFA #14 – 25
Person(s) Requesting Assistance:				
Contact Numbers (telephone, e-mail, etc.):				
Status of Person(s) Interviewed (title, position, student status, etc.):		WWU Foundation		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Hostile work environment; racial comments made by another staff member.				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/18/2014	came to EO Office	Has concerns about the search process regarding an internal candidate and would like to make an appointment to speak with an EOO staff member.
11/18/14	LKL t/c with	LKL called [REDACTED] to hear her concerns related to the search. [REDACTED] feels that a staff member who is a friend of an internal candidate is improperly taking control of the process by which feedback about the finalists from the [REDACTED] is provided to the search committee. [REDACTED] feels that [REDACTED] cannot be candid in the feedback they provide about the internal candidate. LKL will discuss Sue and EO will be back in touch.
11/19/14	SGS meeting with	To discuss [REDACTED] concerns and importance of feedback being provided directly to [REDACTED] given that there is an internal candidate. [REDACTED] will convey this to the [REDACTED].

12/1/2014	SGS meeting with [REDACTED]	[REDACTED] concerns extend beyond the search. She feels she is in a "hostile environment" and wants to report directly to Dean Dunn. She described an incident that happened with [REDACTED], another [REDACTED] shortly after she began working at Western in which that individual said that Black people don't stay at Western very long. [REDACTED] also described a comment about six months ago by the same individual that she felt was related to the first comment and had a racialized tone. [REDACTED] is now concerned that her interim supervisor is going to retaliate against her for having raised a concern about the search, in which this individual was a finalist. Sue explained the EOO options available to [REDACTED] regarding her concerns about a racially hostile work environment, discussing both formal investigation and informal resolution processes. [REDACTED] repeatedly expressed that she did not want to use either process but just felt she could no longer work in the environment and wants to report directly to Dean Dunn. Sue indicated that she wanted to share this information with VP Bowers and [REDACTED] concurred that would be ok.
12/1/14	SGS meeting with Stephanie Bowers	SGS met with VP Bowers and relayed the conversation she had with [REDACTED]. Bowers indicated she had been alerted to personnel issues regarding [REDACTED] that preceded today's conversation. Bowers has already asked Chyerl Wolfe-Lee for assistance in addressing the issue. She indicated that Chyerl had met with [REDACTED] supervisor and was planning to meet with [REDACTED].
12/2/2014	SGS t/c with Chyerl Wolfe-Lee	SGS talked with Chyerl regarding the EO and non-EO issues involved.
12/4/14	SGS meeting with Chyerl Wolfe-Lee	SGS talked with Chyerl regarding the EO and non-EO issues involved.
12/8/2014	SGS meeting with [REDACTED]	[REDACTED] stopped by EOO to review her notes from 12/1 meeting with SGS and sign.
12/16/14	SGS t/c with Stephanie Bowers	SGS updated VP Bowers.
1/5/15	SGS t/c with [REDACTED]	SGS checked in w/[REDACTED] to see how she was doing and told [REDACTED] that she would like to meet with [REDACTED] and explore a mediated resolution. [REDACTED] said okay.
1/14/15	SGS meeting with [REDACTED]	Discussing [REDACTED] concerns and impact of [REDACTED] comments on [REDACTED]
1/16/15	SGS meeting with [REDACTED]	Continuation of prior discussion.
2/4/15	SGS meeting with [REDACTED]	In discussions with [REDACTED], there is not reason to believe that discrimination occurred, but that insensitive comments may have been made. [REDACTED] expressed a great deal of regret if this was the case and Sue wanted to explore a mediated resolution with [REDACTED] and [REDACTED]. [REDACTED] gave permission to hold a mediated resolution.
2/10/15	SGS meeting with [REDACTED]	[REDACTED] is willing to engage in mediation.
2/19/15	Mediation	SGS facilitated mediation between [REDACTED] and [REDACTED]. Positive conversation with both parties feeling heard.

2/25/15	SGS meeting with Stephanie Bowers	Debrief on positive mediation. SGS indicated to VP Bowers that there was no racial discrimination on the part of [REDACTED] offered an apology to [REDACTED] which [REDACTED] accepted.
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